

EMPLOYMENT OPPORTUNITY
TEMPORARY FULL TIME POSITION
OFFICE ASSISTANT

The Rural Municipality of Mervin No. 499 is a progressive and rapidly growing Municipality, presently seeking a self-motivated individual to fill the position of Office Assistant for a one-year maternity leave, beginning in July 2025.

The Office Assistant will provide support for all aspects of municipal administrative duties including the day-to-day office operations.

The successful candidate will possess excellent organizational and public relations skills and a general working knowledge of computers and accounting software.

The Municipality offers a comprehensive benefits package including a pension plan. Candidates for the position are invited to submit their detailed resumes including education, experience and references by April 30, 2025 to:

The Rural Municipality of Mervin No. 499
c/o Chief Administrative Officer
PO Box 130
Turtleford, SK S0M 2Y0
Email: rm499@rmofmervin.com

The Municipality would like to thank all who apply and advise that only candidates selected for further consideration will be contacted. This posting will remain open until a suitable candidate is found.